



www.areaedma.org

Cullen Armet
Area E DMAC

AREA E MEMBERS

ARTESIA

BELL

BELL GARDENS

BELLFLOWER

CARSON

CERRITOS

COMMERCE

COMPTON

CUDAHY

DOWNEY

HAWAIIAN GARDENS

HUNTINGTON PARK

LA HABRA HEIGHTS

LA MIRADA

LAKEWOOD

LOS ANGELES CO

LYNWOOD

MAYWOOD

MONTEBELLO

NORWALK

PARAMOUNT

PICO RIVERA

SANTA FE SPRINGS

SOUTH GATE

VERNON

WHITTIER

AREA E DISASTER MANAGEMENT Executive Committee Meeting

Thursday
November 5, 2015
3:00-4:30pm

La Mirada City Hall, A&B Rooms
La Mirada, CA 90638
(562) 902-2368

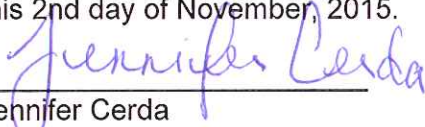
AGENDA

1. Roll Call
2. Public Comment
3. Approval of Executive Committee meeting minutes- October 1, 2015

New Business

4. Discussion of development of work groups and workshops for emergency management best practices and information sharing
5. Discussion of General Board meeting agenda format and meeting structure
6. Discussion of Area E direction and objectives
7. Adjournment

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the bulletin board at La Mirada City Hall, not less than 72 hours prior to the meeting. Dated this 2nd day of November, 2015.


Jennifer Cerda
Administrative Manager
Area E Disaster Management



Area E Executive Committee Meeting

Area E Disaster Management Office

Meeting Minutes for October 1, 2015

Meeting was called to order at 3:11 pm by Executive Committee Vice Chairman Stacy Barnes.

1) Roll Call: Roll call was taken and self-introductions were made.

Members Present: Member Joel Hockman; Member Andrew Stevens; Vice Chairman Stacy Barnes

Members Absent: Member Sheri Koomen; Chairman Andrew Vialpando

Guests Present: Sharon Greth, Human Resources and Payroll Consultant

Staff Present: Area E DMAC Cullen Armet; Administrative Manager Jennifer Cerda

2) Public Comment: No public comment was made.

3) Approval of Executive Committee meeting minutes- September 3, 2015

Member Joel Hockman moved and Member Andrew Stevens seconded to approve the minutes of the September Executive Committee meeting.

MOTION CARRIED BY THE FOLLOWING ROLL CALL VOTE:

AYES: Member Joel Hockman, Member Andrew Stevens, Vice Chairman Stacy Barnes

NOES: None

ABSENT: Member Sheri Koomen, Chairman Andrew Vialpando

ABSTAIN: None

NEW BUSINESS

4) Discussion of Area E Human Resources, Benefits, and Payroll – Human Resources Consultant, Sharon Greth

Human Resources and Payroll Consultant Sharon Greth gave an update on maintenance for the California Public Employee Retirement System (CalPERS), human resources management and timelines for Area E, and accomplishments including the New-hire packet and draft Employee Handbook. Sharon discussed future Joint Powers Insurance Authority (JPIA) trainings for staff as well as possible future projects for the office.

5) Discussion of Area E DMA Website and hosting

DMAC Cullen Armet discussed issues with the former web host and updated the Executive Committee on the new web host and email addresses.

6) Discussion of Area E EMPG Match

DMAC Cullen Armet discussed the importance of Area E City Emergency Services Coordinators (ESC's) to submit monthly reports of time spent on emergency management activities and provided an example of a new online reporting web link.

7) Adjournment

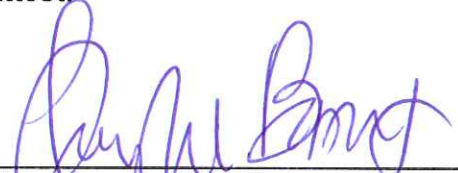
There being no further business to be brought before the Area E Executive Committee, the October meeting adjourned at 4:30 pm.

Submitted:



Jennifer Cerda, Administrative Manager

Attest:



Stacy Barnes, Vice Chairman

APPROVED:

November 5, 2015

Area E Upcoming Training's/Events

1. EOC Refresher Training's (as scheduled)
2. SEMS Combo Course , November 10th
3. Medical Counter Measure Exercise, November 17th and 19th
4. El Nino Flood Preparedness Training (Field Workers) (TBD)
5. Tools for Success in Emergency Management Workshop (TBD)
6. Shelter Training by Red Cross, December 3rd
7. Train the Trainer – 5 Step Neighborhood Preparedness Plan, Dec. 9th
8. 2 SEMS Combo Courses , Spring 2016

EMERGENCY MANAGEMENT REFERENCE GUIDE



The journey of a thousand miles begins with one step. – Lao Tzu

Intro

The following are the core emergency management (EM) elements city Emergency Service Coordinators should address for their jurisdiction. These are considered baseline activities for a local jurisdiction's emergency management program and are derived from Federal and State emergency management standards. This guide can be used as a road map to ensure completion and to assist with prioritization of each item. This guide will also describe the importance of each activity and provide general direction for completion while pointing to resources for each activity.

For access to resources and tools related to each of these, please refer to the [ESC Reference Guide Library](#). Contact the Area E Disaster Management Area Coordinator at dmac@dmae.ca.gov for password request.

I. Emergency Operations Plan (EOP)

A city's EOP is the document that guides its response and recovery activities to large scale incidents and informs every other aspect of your EM program including training, exercising and outreach. It identifies key staff and personnel involved in large emergency response and assigns Emergency Operation Center (EOC) positions. There are a number of reasons it is important to keep this document updated and accurate.

SEMS structure into their EOP in order to be eligible for reimbursement of response-related costs under the state and federal disaster programs. The quantity of required trainings varies based on level of responsibility in the EOC. The chart below is a breakdown of sample trainings (see library for training plan template):

	SEMS	ICS 100	ICS 200	ICS 300	ICS 400	ICS 700	ICS 800	G-191 ICS/EOC Interface (Optional)	G- 775 EOC Management & Operations (Optional)
Basic	X	X	X			X			
EOC Responder	X	X	X	X	X	X	X	X	X
Executive Management	X	X	X	X	X	X	X	X	X

It is the ESC's responsibility to develop a "NIMS compliance Training Plan" to ensure that city and EOC staff have taken the required trainings. A good practice is to utilize your HR department to assist with tracking and documentation of these required trainings. HR departments already have a employee orientation process for new hires and these trainings can easily be integrated into their orientation process. Coordinate with HR to inform them of new training requirements and training dates/locations. *In training folder, refer to training plan templates, tracking charts and information about requirements can be found in the Training section of digital library. See also NIMS Training Program.*

IV. Emergency Operation Center (EOC) Activation

If you are the assigned ESC, you may be directed to coordinate the activation and operation of an EOC. In most cases this responsibility belongs to your jurisdiction's designated Emergency Manager. Your EOC structure should follow SEMS structure and assign sections and positions to your EOC personnel as outlined in your EOP. An EOC is the physical location where an organization comes together during an emergency to coordinate response and recovery activities. The top priorities of an EOC should be to share information, coordinate resources and enhance communication. The EOC is not an incident command post; rather, it is the operations center where coordination and management decisions are facilitated. Your city may not have a formal EOC or the capacity

to even fully staff all the sections; what is most important is that you designate a facility as your EOC, identify EOC staff according to SEMS, understand the information flow that must occur between them and have communication systems that facilitate it. Having everyone sitting in the same room is ideal but not always realistic. The SEMS framework is designed to be scalable. Customize the framework to work for you. The primary objective is that you identify all key players involved in your cities response and recovery efforts.

To develop a functional EOC response team, frequent training and exercising are fundamental. All EOC trainings and exercises should come from your EOP since you are testing those components to see if they work. *See the EOC Folder for more on EOC Design, Section/Position Checklists, EOC position assignment chart, EOC Orientation.*

V. Communications

Communications is the cornerstone of your response operations. A multi-layered communication approach and creating redundancy will help ensure an effective response during or after a disaster.

- a. Internal Communications-** It is incumbent on the jurisdiction to develop a succession plan and employee call-out strategy for contacting employees post disaster. Typically a version of this communication plan is outlined in your EOP and employs multiple strategies for reaching city personnel. Aside from electronic communication, consider alternate solutions like a “phone tree” or emergency notification systems.
- b. OARRS-** The Operational Area Response and Recovery System (OARRS) is the web based platform used by LA County Office of Emergency Management (OEM) for gathering and disseminating information from cities after a disaster. Since this is the primary method for communicating status and resources requests during a disaster, it is important that you maintain current log-in information and approve alternate users capable of submitting Status Reports on behalf of your organization. Upon request or EOC activation, submitting timely and accurate Situation Status reports is important especially during a regional event. The information is used by OEM to determine the prioritization of resources and compile an Initial Damage Estimate (IDE) for the Operational Area (OA). If the County issues a local emergency proclamation, all cities in the county are covered by that declaration by default. Your city should try to submit it within

the first hour of any large scale incident. *See OARRS documents in Communications folder.*

Area E conducts frequent OARRS tests and trainings so that your jurisdiction can confidently use this system during an incident.

- c. CWIRS Radio** – County Wide Integrated Radio System (CWIRS) is the secondary communication system LA County OEM uses in case of major communication failures. Should phone and internet communication systems go down, CWIRS radios can be used to convey your status of your city and EOC. Change out the CWIRS batteries monthly to keep them charged.

Area E conducts monthly CWIRS drills on the first Thursday of each month. *See “CWIRS Radio Overview” document for more information.*

- d. Alert LA** – Alert LA is the Mass Notification System run by LA County Sheriff’s Department Emergency Operations Bureau. LASD coordinates with first responders or local officials to disseminate information that requires immediate action. The system can target a very specific geographic area and can reach pre-loaded landline telephone numbers that area or registered users. It is important for ESCs to get residents registered since most residents do not have landlines and use newer forms of communication such as email and cell phones. It is also critical that you develop protocols for your jurisdiction to use when requesting a message. *See the “Alert LA County Notification Procedures” template in the Communications folder.*

VI. NIMS Assessment

The NIMS assessment is an annual evaluation conducted by the Federal Emergency Management Agency (FEMA) to measure the preparedness efforts of a jurisdiction. It is not intended to measure whether a city has completed all the criteria in the assessment but rather to show whether there has been improvement over time in your efforts to complete the different emergency management activities in the assessment. All of the activities in this reference guide stem from categories within the assessment. By following the components of this document you will be on your way toward incremental advances.

Tips for EM Program Advancement



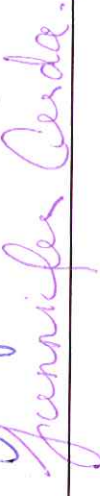





- 1. Build a Plan** – Defining your Emergency Management plan will help you garner support from management, identify preparedness gaps, justify a preparedness budget and set a timeline. It can model the standardized Homeland Security Exercise and Evaluation Program, Multi-Year Training and Exercise format or be as simple as a one page document that lays out a few goals and objectives. Having a formal scope of work helps make a case for program support and documents your efforts. Review your plan annually and ultimately include other stakeholders from your city.
- 2. Build your Team**– Building an Emergency Management team or cadre will significantly improve your ability to build your plan and accomplish your objectives. Remember, your role is an Emergency Services **COORDINATOR**. Consider starting an “Emergency Management Committee” that meets regularly and is comprised of mid to senior level staff who can assist in achieving your objectives. When updating an EOP or working toward other EM objectives, your team can assist in fulfilling different EM activities. Always be sure to include relevant department heads, section coordinators, executive management and other community stakeholders.
- 3. Be Realistic**

Being an ESC can be a rewarding experience however the work associated with it is not always glamorous. No one expects this work to happen overnight; organization and established expectations can improve your ability to achieve the emergency management activities at hand. Every ESC has a different amount of time allocated to this area of work, which is why it is important that you develop a plan that is achievable for you. Remember, this is a marathon, not a sprint.

Conclusion

This document is only intended to get you started and is by no means a comprehensive summary of an emergency management program. These are the core elements your city’s emergency management program should cover but it should not be your limit either. Once you have the basics covered, there are many other preparedness and planning projects and initiatives you can undertake to continually advance your city’s overall resilience and readiness.

Area E Executive Committee Mtg.
November 5, 2015
La Mirada 3:00-5:00 p.m.

	Last Name	First Name	Agency	Signature
1	Armet	Cullen	Area E DMAC	
2	Barnes	Stacy	City of Compton	
3	Cerda	Jennifer	Area E Staff	
4	Hill	Rod	City of Whittier	
5	Hockman	Joel	City of Bellflower	
6	Koomen	Sheri	City of South Gate	
7	Palta	Ashu	LA Co OEM	
8	Stevens	Andrew	City of Downey	
9	Vialpando	Andrew	City of La Mirada	
10	Villa	Zaira	Area E Staff	
11				